

**WRIGHT COLLEGE
PROGRAM/DISCIPLINE ASSESSMENT FORM**

Program/Discipline: Paralegal Program within the Business Department		Instructional Manager: Kevin Li
Semester/Year: Fall / 2012	Assessment Coordinator: James Redlich Email: jredlich@ccc.edu	Department Chair: Paul Croitoru (Cara Verigan, Paralegal Program Director)
Plan Title: ENTRANCE/EXIT KNOWLEDGE ASSESSMENT		
Part A: Initial Plan: due to your assessment coordinator for review before the Aug 26 Assessment Committee meeting Part B: Midsemester Update: due to your assessment coordinator for review before the Oct 21 Assessment Committee meeting Part C: Further Updates: due date will be determined		
The current submission is which of the following:		
<input checked="" type="checkbox"/> Initial Plan date: September 2012 (ongoing)		
<input type="checkbox"/> Mid-year update date: _____ <input type="checkbox"/> Final Report date: _____		

College Mission: Wright College is a learning-centered, multi-campus institution of higher education offering students of diverse backgrounds, talents, and abilities a quality education leading to baccalaureate transfer, career advancement, and/or personal development.

Program/Discipline Mission: The mission of the Wilbur Wright Paralegal Program is to offer students of diverse backgrounds, talents and abilities quality legal instruction leading to career advancement. We fulfill our mission through several activities which are designed to allow the students to develop effective listening, legal research, critical legal thinking and legal writing skills. Our strategy encourages students to solve academic or job related challenges in a manner that demonstrates proficiency in fundamental procedural and substantive law and in legal research and drafting techniques.

A. Initial Assessment Plan	
<p>Area of Focus:</p> <p>Your department efforts are to improve learning in what topic/area?</p>	<p>Overall Subject-Matter Knowledge Acquisition -- All major components of the Paralegal Program are included in the assessment.</p>

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<p>Evidence:</p> <p>What past results have led your department to conclude that this is an area needing attention?</p>	<p>The Paralegal Program is still very new and little information is available for analysis. This assessment is intended to provide baseline data for continuing assessment efforts.</p>
<p>Course(s) of Interest:</p> <p>What courses will be involved in your plan?</p>	<p>The Entrance/Exit Knowledge Assessment addresses the following courses and related SLOs: Intro to Paralegal Studies (SLO - 1, 2, 3, 4, 7, 8, 9, 10); Civil Litigation (SLO – 6, 7, 8, 9, 11); Torts (SLO – 6, 8, 10); Wills, Trusts, and Estates (SLO – 3, 4, 6, 7, 8, 9); Criminal Law (SLO – 1, 3, 5, 9, 11); Business Law / Contracts (SLO – 4, 5, 7, 8, 10); Real Estate (SLO 2, 5, 6, 8, 9); Legal Research & Writing / I & II (SLO – 1, 3, 4, 5, 6, (I & II)); Legal Ethics (SLO – 1, 2, 3, 6, 9); Family Law (SLO – 4, 6, 7, 8)</p>
<p>Intended Program Student Learning Outcomes (SLOs)</p> <p>List each relevant SLO that this project pertains to.</p>	
<p>Involved Faculty:</p> <p>List the instructor(s) participating in the assessment process for each outcome listed above.</p>	<p>James Redlich is primarily responsible for organizing the assessment efforts in the Paralegal Department under the direction of Cara Verigan, Program Director. Other faculty assist with tasks such as suggesting survey questions and conducting surveys within their classes.</p>
<p>Assessment/Intervention Process</p> <p>Address the following questions:</p> <p>What approach will be used?</p> <p>Why was this process selected?</p> <p>How will student learning be measured?</p> <p>When will data collection be completed?</p> <p>Who will analyze the results?</p>	<p>What: The Knowledge Assessment Survey is given to students entering the program and the same assessment is given to students as they complete the program.</p> <p>Why: Given the very small number of students in the program (only approximately 20 graduate each year) and the limited number of faculty resources (the program has only one full-time faculty member), this approach appeared “do-able” and also would provide some baseline data to consider for future and ongoing assessment projects.</p> <p>How: The same questions (in a multiple-choice format) are asked of the entering students and exiting students and the results are compared.</p> <p>When: This project is intended to be ongoing with additional data obtained each year.</p> <p>Who: James Redlich is coordinating the compilation and organizing of the data, which will then be presented and discussed with Program Director Cara Verigan. Additional Paralegal Program faculty may become involved as appropriate.</p>

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B. Midyear Update – due Oct 21

Completely describe all actions that have occurred since this past August with respect to your department's Assessment Plan.

Attach any relative documents (rubrics, surveys, other assessment tools).

Are there any obstacles to the implementation of the plan that the Assessment Committee should know about or can assist with?

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Part C – due TBD

**Summary of Results and
Analysis of Data
Collected**

What were the results of
the assessment process?

What was learned from
the results?

**Action Plan Based on
Results and Analysis**

Based on what was
learned, what additional
steps will be taken to
improve student learning?